



Gene Albaugh Community Room
980 Helling Way, Nevada City, CA 95959

AV Equipment Request

The Madelyn Helling Library has equipment available for use in the community room during your rental period. If you require any of the following items, please return this form along with your community room agreement. A member of your party will need to have a valid library card to check the equipment out with each use. We have a limited equipment supply so all patrons using the equipment will need to follow the pickup and return procedures carefully.

Available Equipment**:

- Portable and Podium Microphones
- Projector (for use with a personal laptop)
- DVD player + Projector
- VHS player + Projector

** The individual who checks the items out on their library account will be financially responsible for any loss or damage. There is a form in the envelope you receive at checkout to make any notes about the equipment so that staff can take immediate action.

Equipment Check Out: The equipment may be checked out on the day of your event. You may want to call ahead of time to make sure that it is available and not being used by a group before you. If it is, it will be returned and available to you just prior to your meeting. If you are meeting on Saturday evening after we close or on Sunday or a holiday, you will need to coordinate equipment use to pick up Saturday before 5 p.m.

Equipment Returns: Only the Projector (AV Kit) may be returned in the DVD drop following your meeting.

The DVD or VHS players and either Microphone must be returned immediately following your meeting when the library is open or by Noon the following day **to the circulation desk**. The library opens Monday through Saturday at 11 a.m. It is closed on Sundays and holidays. Equipment can be returned on the next business day in this case. If you are not able to have someone turn in the equipment on the next business day, please let us know and we will work with you to best accommodate your needs and keep the equipment safe.

Equipment Operation: There is an instruction sheet with each equipment check out depending on the type of equipment. We ask that you read the instructions before operating the equipment. If you have not used the equipment before and would like to have a demonstration of the equipment operation prior to your event, please contact the business office at 530-265-1407 to arrange an appointment. Please do this no less than a week in advance of your meeting date. The room and our staff need to be available to participate. Appointments for equipment demonstrations are free.

Group Name: _____

Meeting Date: _____ All Meeting Dates

Person who will most likely check out the equipment: _____

Library Barcode: _____

Projector (you provide laptop) Cables required: VGA/Audio HDMI

DVD Player+Projector VHS Player+Projector Portable Mic Podium Mic